

Minor Works Control System

**Supporting structures for
building services installation,
ventilation ducts and radio base stations**



Minor Works Control System

Erection, alteration or removal of supporting structures for building services installation, ventilation ducts and radio base stations

The Minor Works Control System (MWCS) aims to facilitate building owners and occupants in carrying out small-scale building works safely and lawfully through simplified statutory procedures and thereby improve the quality of such building works and building safety in Hong Kong.

Under the MWCS, erection, alteration or removal of supporting frames/structures for some building services installation* (BSI) and the associated casings, ventilation ducts and the associated supporting works, and supporting frames for radio base stations are designated as minor works items (MW items).



Note:

- * Building services installation includes any solar water heating system, photovoltaic system (solar panel system), antenna, transceiver, air-conditioning unit, water cooling tower, light fitting or pump set (installations); and any duct associated with any of the installations but excludes any water tank, lift, stairlift, lifting platform, ventilation duct or radio base station which are under other MW items.

1. Supporting structures and associated metal casings for BSI

(a) Erection/alteration

MW Item ¹	Brief Description of Works		
1.50	<ul style="list-style-type: none"> - on-grade or on a canopy/roof (other than a cantilevered slab) - not involving alteration of any other structural elements 		
	Supporting structure	height of the structure	
		antenna/transceiver	≤ 2.5 m
		other BSI	≤ 1.5 m
	Casing	design weight capacity of the casing ≤ 10% of the weight of the BSI	
distance between casing and installation ≤ 200 mm in all directions			
3.50	<ul style="list-style-type: none"> - on-grade/on a roof (other than a cantilevered slab and an inaccessible roof) - not involving alteration of any other structural elements 		
	Supporting Structure	height of the structure	
		antenna/transceiver	≤ 2.5 m
		other BSI	≤ 1.5 m
	design weight capacity of BSI: ≤ 200 kg; and ≤ 100 kg/m ²		
	Casing	design weight capacity of casing ≤ 10% of the weight of the BSI	
distance between casing and installation ≤ 200 mm in all directions			

(b) Removal

MW Item ¹	Brief Description of Works
1.5	- on a cantilevered slab with span > 1 m
2.2	- on-grade, on a canopy/roof - if on a cantilevered slab, span of the slab ≤ 1 m
3.2	- on-grade, on a canopy/roof (other than a cantilevered slab)
	height of the structure
	antenna/transceiver ≤ 2.5 m other BSI ≤ 2 m



2. Supporting frames for air-conditioning units, light fittings and antennas/transceivers for public telecommunications services

(a) Erection/alteration

MW Item ¹	Brief Description of Works
1.28	<ul style="list-style-type: none"> - no additional load to any cantilevered slab - projection from external wall of a building ≤ 750 mm
2.49	<ul style="list-style-type: none"> - no additional load to any cantilevered slab - projection from external wall of a building ≤ 600 mm - design weight capacity of air-conditioning unit, light fitting, and antenna/transceiver for public telecommunications services ≤ 150 kg - the highest point of frame from ground/roof > 3 m
3.27	<ul style="list-style-type: none"> - no additional load to any cantilevered slab - projection from external wall of a building ≤ 600 mm - design weight capacity of air-conditioning unit, light fitting, and antenna/transceiver for public telecommunications services ≤ 100 kg - the highest point of the frame from ground/roof > 3 m

(b) Removal

MW Item ¹	Brief Description of Works
2.31	<ul style="list-style-type: none"> - projection from external wall of a building/fence wall > 750 mm - not constructed of concrete
3.26	<ul style="list-style-type: none"> - projection from external wall of a building/fence wall ≤ 750 mm - not constructed of concrete

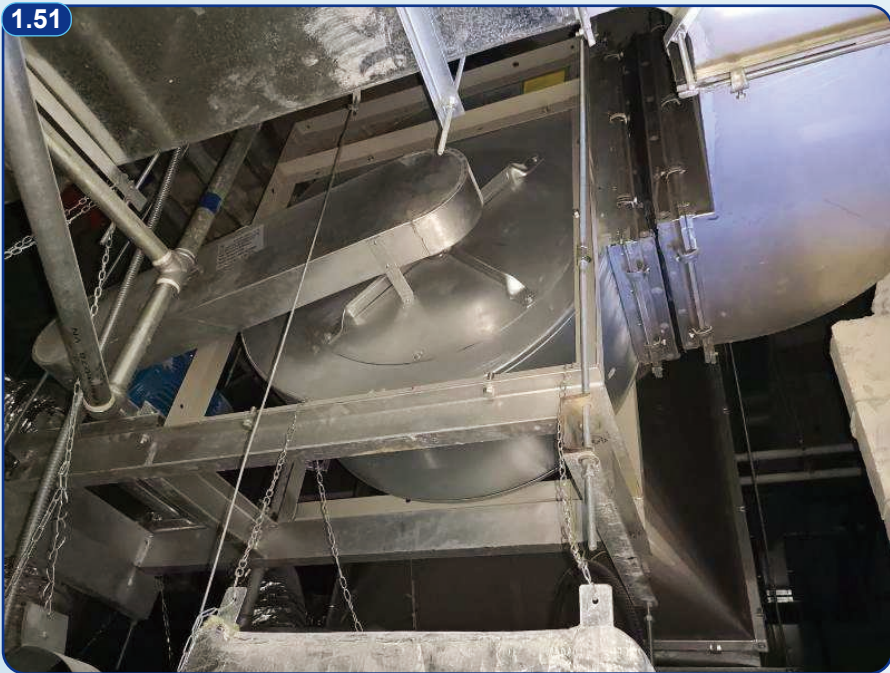


3. Supporting frames for suspending air-conditioning plant or mechanical ventilation plant[#] inside buildings

(a) Erection/alteration

MW Item ¹	Brief Description of Works
1.51	<ul style="list-style-type: none">- no additional load to any cantilevered slab- not involving alteration of any other structural elements- design weight capacity of plant > 150 kg

(b) Removal[^]



Design weight capacity > 150kg

Notes:

- # An air-conditioning plant or mechanical ventilation plant includes the cooking fume exhaust plant in a commercial kitchen, air handling unit, etc.
- ^ Removal of supporting frames inside a building may be exempted works under the Buildings Ordinance.

4. Ventilation ducts and associated supporting frames

(a) Erection/alteration

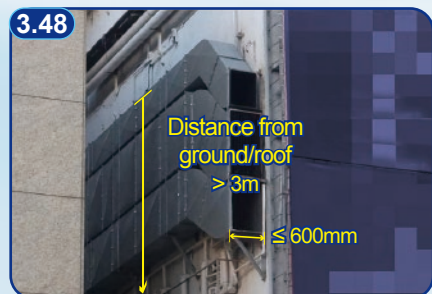
(i) On-grade/on roof

MW Item ¹	Brief Description of Works
1.47	<ul style="list-style-type: none">- no additional load to any cantilevered slab- the highest point of the duct/frame from ground/roof > 2.5 m
2.47	<ul style="list-style-type: none">- no additional load to any cantilevered slab- the highest point of the duct/frame from ground/roof \leq 2.5 m
3.47	<ul style="list-style-type: none">- no additional load to any cantilevered slab- the highest point of the duct/frame from ground/roof \leq 1.5 m



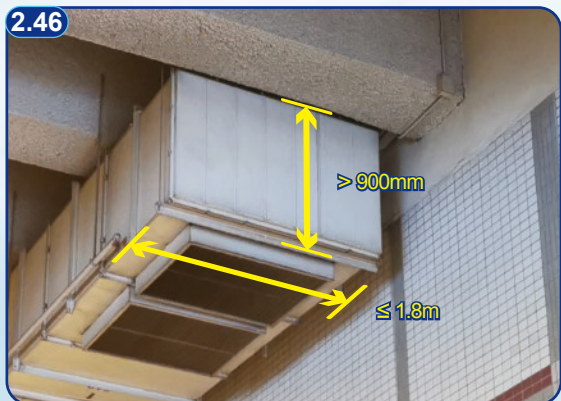
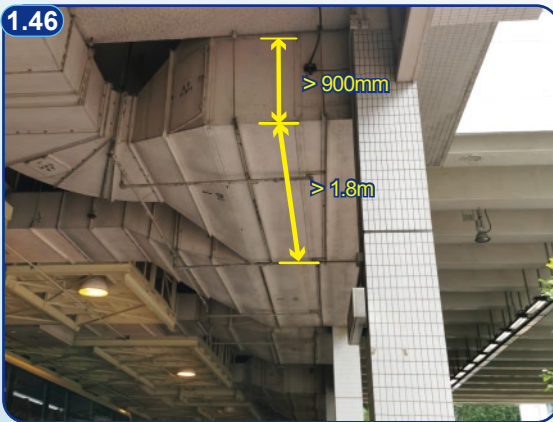
(ii) Projecting from external wall of a building or fence wall/on a balcony, verandah or canopy/hung underneath the soffit of a balcony, verandah or canopy

MW Item ¹	Brief Description of Works	
1.47	- no additional load to any cantilevered slab	
	projecting from external wall/ fence wall	- projection from external wall ≤ 750 mm
	on a balcony/ verandah/canopy	- not a cantilevered slab; and - the largest cross-sectional dimension ≤ 750 mm
	hung underneath soffit of balcony/ verandah/canopy	
3.48	- no additional load to any cantilevered slab	
	projecting from external wall	- projection from external wall ≤ 600 mm - the highest point of the duct/frame from ground/roof > 3 m
	on balcony/ verandah/canopy	- not a cantilevered slab - the largest cross-sectional dimension ≤ 600 mm - the highest point of the duct/frame from ground/roof > 3 m - the highest point of the duct/frame from balcony/verandah/canopy ≤ 1.5 m
	hung underneath the soffit of balcony/ verandah/canopy	- not a cantilevered slab - the largest cross-sectional dimension ≤ 600 mm - the highest point of the duct/frame from ground/roof > 3 m



(iii) Inside building

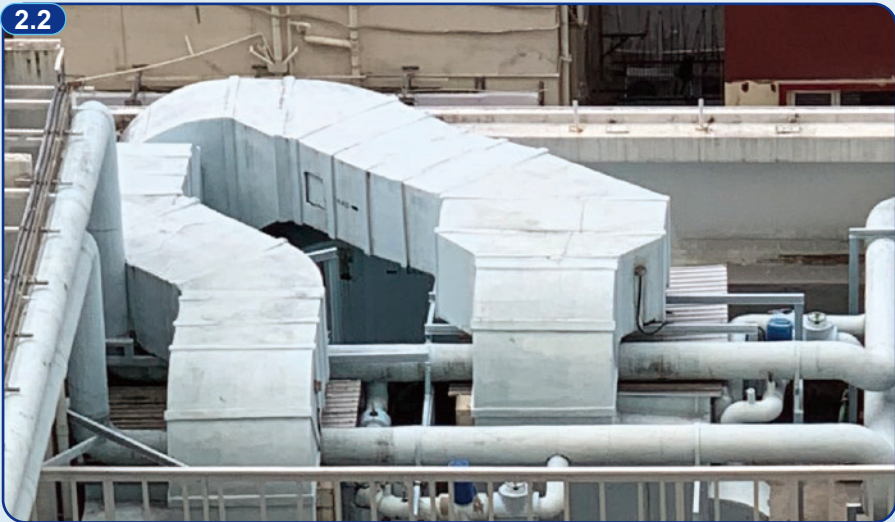
MW Item ¹	Brief Description of Works
1.46	<ul style="list-style-type: none">- no additional load to any cantilevered slab- the smallest cross-sectional dimension of the duct > 900 mm- the largest cross-sectional dimension of the duct > 1.8 m
2.46	<ul style="list-style-type: none">- no additional load to any cantilevered slab- the smallest cross-sectional dimension of the duct > 900 mm- the largest cross-sectional dimension of the duct ≤ 1.8 m



(b) Removal

(i) On-grade/on roof

MW Item ¹	Brief Description of Works
1.5	- on a cantilevered slab with span > 1 m
2.2	- if on a cantilevered slab, span of the slab ≤ 1 m
3.2	- not a cantilevered slab - the highest point of the duct/frame from ground/roof ≤ 2 m



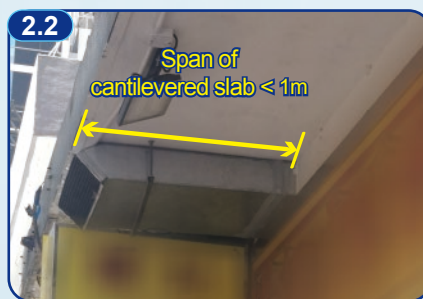
(ii) Projecting from external wall of a building/a fence wall

MW Item ¹	Brief Description of Works
2.31	- projection from external wall > 750 mm
3.49	- projection from external wall ≤ 750 mm



(iii) On balcony, verandah or canopy/hung underneath the soffit of balcony, verandah or canopy

MW Item ¹	Brief Description of Works	
1.5	- on a cantilevered slab with a span > 1 m	
2.2	- if on/hung underneath a cantilevered slab, span of the slab ≤ 1 m	
3.49	on balcony/ verandah/canopy	- not a cantilevered slab - the highest point of the duct/frame from balcony/verandah/canopy ≤ 2 m
	hung underneath the soffit of balcony/ verandah/canopy	- not a cantilevered slab



(iv) Inside building

Removal of ventilation ducts or associated supporting frames inside a building may be exempted works under the Buildings Ordinance.

5. Associated erection/alteration of fire dampers

Erection or alteration of any fire damper in a ventilation system comes under minor works item 2.42. All installed fire dampers shall be inspected and certified by a registered specialist contractor in the ventilation works category (RSC(V)) that they are in safe and efficient working order in accordance with the latest version of Code of Practice for Fire Safety in Buildings 2011. Upon submission of the certificate of completion of minor works (specified Form MW04), an inspection certificate filled by a RSC(V) should be submitted. The template of the certificate can be found in Part C of Appendix B to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers APP-13.

6. Supporting structures for a radio base station (in form of an enclosure/equipment cabinet) on a roof for telecommunications services

(a) Erection/alteration

MW Item ¹	Brief Description of Works
1.14	<ul style="list-style-type: none">- no additional load to any cantilevered slab- length of the cabinet ≤ 1.5 m- width of the cabinet ≤ 1 m- height of the cabinet ≤ 2.3 m



(b) Removal

MW Item ¹	Brief Description of Works
2.12	<ul style="list-style-type: none">- length of the station ≤ 4.5 m- width of the station ≤ 4.5 m- height of the station ≤ 2.3 m
3.8	<ul style="list-style-type: none">- do not involve any structural elements constructed of concrete- length of the station ≤ 4.5 m- width of the station ≤ 4.5 m- height of the station ≤ 2 m

For detailed descriptions, sizes, locations and respective requirements of each minor works item, please visit the Buildings Department website at www.bd.gov.hk, and refer to the Building (Minor Works) Regulation and the Technical Guidelines on Minor Works Control System. The requirements of the MW items generally involve restrictions related to structural safety. For example, the works do not result in any additional load to any cantilevered slab or the works do not involve the alteration of any other structural elements. For the location, if the works are located on a slab or roof, it may be required that the slab or roof should not be a cantilevered slab. The appointed prescribed building professional and/or prescribed registered contractor should ensure the works comply with all the requirements of the relevant MW items.

Note:

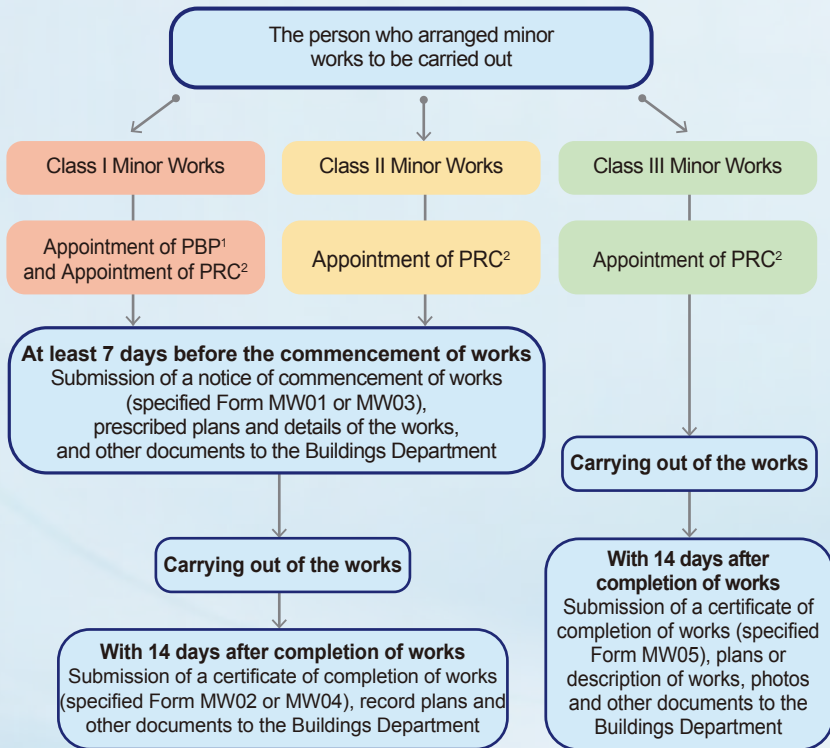
- 1 The numbers tabulated under "MW Item" denote the classes and item numbers of the minor works. For example, "1.5" denotes the item no. 5 under Class I minor works in the Building (Minor Works) Regulation. Any alteration works must be read as including any strengthening works for that item. Any erection works must be read as including any replacement works for that item. Any removal works must be read as including any removal works for any structure that falls within the description of that item and is an unauthorised structure.

Some considerations for the construction or alteration works associated with BSI/ventilation ducts/radio base station

- Not overload any building structure;
- Not obstruct the means of escape;
- Not reduce/obstruct the refuge area;
- Not cause the blockage of the surface drain on roof/balcony/verandah/canopy;
- Not affect the waterproofing system of the roof/balcony/verandah/canopy;
- Be in safe and stable conditions, i.e. able to resist uplift/horizontal wind load;
- Comply with the statutory requirements of natural lighting, natural ventilation and fire resisting construction; and
- Refer to other considerations given in the Technical Guidelines on Minor Works Control System.

Simplified requirements

The carrying out of minor works can be commenced through the simplified requirements, without the need to obtain prior approval of plans and consent to the commencement of the works from the Buildings Department as required under section 14(1) of the Buildings Ordinance. Any person, whether the owner/occupant or his/her agent (for example the design company) is required to appoint prescribed registered contractors (PRC) to carry out all minor works. If the works involve Class I minor works, prescribed building professionals (PBP) shall also be appointed for the design and supervision of the works. The flow chart below shows the procedures for carrying out Class I, Class II and Class III minor works:



For the registers of PBP and PRC, please visit the Buildings Department website at www.bd.gov.hk.

Notes:

- 1 PBP are authorized persons/registered inspectors* and (if required) registered structural engineers/registered geotechnical engineers.
* If the works are prescribed repair or any associated demolition works, a registered inspector may assume the role of an authorized person in respect of such works.
- 2 PRC are registered general building contractors or registered specialist contractors of respective registered category of specialised works or registered minor works contractors of respective registered classes/types/items of minor works.

Addition of minor works items after commencement of works

After the submission of notice of commencement of Class I or Class II minor works, if additional Class I or Class II minor works items are required to be carried out during the construction period, the PBP or PRC should submit, at least 7 days before the commencement of those additional items, a notice of commencement of works (i.e. specified Form MW11 or MW12) together with the prescribed plans and details of the works, and other documents to the Buildings Department. Within 14 days after the completion of the works, the PBP or PRC should submit a certificate of completion of works (i.e. specified Form MW02 or MW04), record plans and other documents together with all other completed minor works items to the Buildings Department.

Types of registered minor works contractors

Construction companies may apply for registration as Registered Minor Works Contractors (Company) (RMWC(Co)) and register by virtue of their working experience, qualifications and competence in each class of one or more of the following types of minor works (A to H):

- Type A - Alteration and Addition Works
- Type B - Repair Works
- Type C - Works relating to Signboards
- Type D - Drainage Works
- Type E - Works relating to Structures for Amenities
- Type F - Finishes Works
- Type G - Demolition Works
- Type H - Works relating to Ventilation System inside a Building

Individual practitioners may apply for registration as Registered Minor Works Contractors (Individual) (RMWC(Ind)) of the respective Class III minor works items (items. 3.1 to 3.66) by virtue of their qualifications and experience.

Submission of documents under simplified requirements

The PBP and PRC shall comply with the Buildings Ordinance and its subsidiary regulations, and prepare and timely submit the required documents to the Buildings Department. The documents mainly include the following:

1. Form

Specified forms for notice of commencement of works (seven days prior to commencement of works) for Class I and Class II minor works and certificate of completion of works (within 14 days after the completion of works) for all classes of minor works.

2. Plan

(a) Class I or Class II minor works

The plans and details prescribed in regulation 8 of the Building (Administration) Regulations.

(b) Class III minor works

The plans showing the works as completed or description of completed works .

3. Photograph

Photographs showing the physical condition of the premises immediately before the commencement and after the completion of the works.

4. Supervision plan

A supervision plan in accordance with the Technical Memorandum for Supervision Plans (only required for some Class I minor works).

Please refer to the Practice Note for Registered Contractors 71 issued by the Buildings Department for the requirements and guidelines on submission of the above documents.

Inspection of building records

The carrying out of minor works in existing buildings may involve alteration and addition works. The PBP or PRC should prepare the plans for minor works based on the information from the inspection of the actual condition of the related building and the available existing building records. The building records for existing buildings may be inspected at the Building Information Centre of the Buildings Department located at 2/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon, or via the Building Records Access and Viewing On-line system in the Buildings Department website at bravo.bd.gov.hk. A copy of the building records will be issued upon application and payment of the prescribed fee.

Please visit www.bd.gov.hk/en/about-us/building-information-centre/index.html for details of the services.

Legal obligation of the person who arranged the minor works to be carried out

The person, whether the owner/occupant or his/her agent, who arranged the minor works to be carried out is required by the Buildings Ordinance to appoint PBP and/or PRC to carry out the works. If the person who arranged the works to be carried out has knowingly failed to appoint the required personnel, that person may be liable to prosecution.

Legal obligation of prescribed building professionals and prescribed registered contractors

The PBP and PRC appointed to carry out the minor works should comply with the provisions of the Buildings Ordinance and other enactments. The PRC should only carry out the classes and types or items of minor works for which they have been registered. If they contravene these requirements, they may be subject to prosecution and disciplinary action.

Insurance

To safeguard the interests of building owner/occupant or the appointed agent, the person who arranged the minor works to be carried out should ensure that the appointed PRC has procured all necessary insurance prior to commencement of works in order to minimise risk for any possible claim incurred from carrying out the minor works.

Carrying out minor works at common parts of building

For minor works carried out at the common parts of a building (such as external wall of a building), the person who arranged the works to be carried out or his/her appointed agent (including the PBP/PRC) should seek consent from all co-owners/incorporated owners and the management company of the building and observe all duties as stipulated in the deed of mutual covenant.

Construction wastes

PRC shall take appropriate measures to ensure construction wastes are disposed of properly.

Pay for Safety Scheme

The Pay for Safety Scheme was first introduced by the Government with an aim to ensure the contractors, with the employer's support, maintain a high standard of work safety and to prevent site safety from being compromised due to competitive tendering. Under the scheme, contractors are required to include in the tender the necessary safety-related items which will be paid for by the employer if the contractors have carried out the items satisfactorily. Failure in doing so will result in no payment. By means of this scheme, the Government aims to promote and encourage the practice of construction safety such that safety standard in construction sites would be enhanced.

Supportive measures

The Buildings Department has put in place the following measures to facilitate implementation of the MWCS and to assist the public in understanding and using the system effectively:

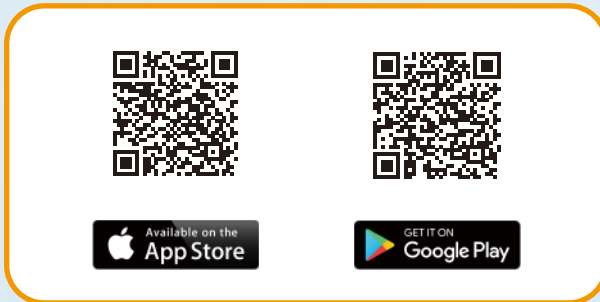
- Provide technical guidelines and practice notes on minor works to the construction industry for reference.
- Distribute leaflets and general guidelines on minor works to members of the public, building owners and owners' corporations introducing the system to assist their understanding of the classification of minor works and the appointment of appropriate PBP and PRC for the carrying out of minor works.
- Provide mobile application for the public using mobile devices to access the information related to the MWCS.
- Upload detailed information of the MWCS onto the Buildings Department website at www.bd.gov.hk for the reference of the general public.
- Establish telephone hotlines to answer public enquiries.

Enquiry

For any enquiries in connection with the MWCS, you may contact the Buildings Department by the following means:

- Postal address: G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
- Email address: enquiry@bd.gov.hk
- Telephone hotline: 2626 1616 (Handled by “1823”)
- Enquiry service: G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon

You may download the mobile application MWCS - Quick Guide for Minor Works on App Store/Google Play to know more about the MWCS.



This pamphlet is not a legal document. It aims to introduce the main features of the MWCS to enhance the industry's understanding of the system.



July 2021

Printed by the Government Logistics Department